

CNET INSTRUCTION 1540.20

Subj: NAVY MILITARY TRAINING POLICIES AND PROCEDURES

Encl: (1) Navy Military Training Procedures

1. Purpose. To establish policy and provide guidance to implement and conduct Navy Military Training (NMT).

2. Policy

a. NMT is designed to be a partnership between the fleet and Naval Education and Training Command (NAVEDTRACOM) to ensure the continued professional military development of junior enlisted Sailors during their first year of service. This performance based military training process was developed to provide assistance with the transition from a highly structured recruit training environment to one of personal accountability and responsibility. NMT provides commands and especially technical training activities direction for managing the professional development of new Sailors. Every activity shall:

(1) Reinforce the process of military training and physical conditioning initiated during recruit training.

(2) Foster strong military bearing, patriotism, unit pride, and team spirit.

b. If exceptions to policies are desired, submit exceptions with justification to Chief of Naval Education and Training (CNET) for approval. Compliance with and implementation of this instruction will be an area of interest during Mission Capability Assessment (MCA) visits.

3. Responsibility

a. Chief of Naval Education and Training (CNET)

(1) Provide policy and direction for NMT.

(3) Plan, program, and budget the resources necessary to execute NMT.

(4) Review training feedback and reports submitted by all commands.

(4) Designated Curriculum Control Authority (CCA) for all NMT topics and training materials.

(5) Provide central point of contact for feedback on NMT training materials and curriculum.

b. Service School Command (SERVSCOLCOM)

(1) Designated Course Curriculum Model Manager (CCMM) for NMT staff and student courses of instruction.

(2) Develop all lecture curriculum for NMT staff and student courses.

(3) Provide implementation/distribution of training material.

c. Training commands conducting class "A" schools, apprentice training and or initial skills training for new Sailors reporting directly from Recruit Training Command

(1) Implement NMT per enclosure (1).

(2) Give equal emphasis to military and technical training.

(4) Ensure staff and students maintain the highest standard of appearance and military courtesy.

d. Training commands conducting "C" school and follow on pipeline training

(1) Identify all first year Sailors and teach the remainder of the NMT topics.

(2) Review enclosure (1), identify appropriate tasks within your resources, and implement.

e. All commands ashore and afloat

(1) During check-in of newly reporting first year Sailors into your command, identify and teach any remaining NMT curriculum topics and training requirements.

(2) Review enclosure (1), continue the shared responsibility of developing our new Sailors into our future leaders.

f. Unit Commanding officers

It is the commanding officer's responsibility to meet the goals and training objectives of NMT (enclosure (1)). All students will receive training on the learning objectives of gender integration regardless of the absence of either gender from a training course.

4. Change procedures. Proposed changes that will make this instruction more readily effective and understood at the activity level are strongly encouraged. Changes may be submitted by activity or individually and should indicate the exact words,

sentences and paragraph, etc., proposed for revision. Submit proposed changes via chain of command to:

CNET LEAD1121
250 Dallas St., Bldg. 628
Pensacola, FL 32508-5220
E-mail (cnet.nmt@smtp.cnet.navy.mil)

5. Forms. Reproduce all forms locally. Forms can be downloaded from the internet CNET NMT web site.

D. L. BREWER, III

Distribution (CNETINST 5218.2C):
Lists I, II (2, 25), V (1-29, 42, 43)

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**NAVY
MILITARY
TRAINING
PROCEDURES**

Enclosure (1)

MISSION STATEMENT

The mission of Navy Military Training is to provide professionally developed Sailors needed to accomplish the Navy's missions. Sailors will demonstrate integrity, initiative, respect for themselves, others, and for authority; show pride in service, teamwork, and devotion to duty; perform at the level required for their rate and time in service; be ready to serve unencumbered by personal issues. The Sailors Creed underpins our commitment that all Sailors have the opportunity to become proud professionals serving our nation in the greatest Navy in the world.

THE SAILORS CREED

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

CORE VALUES CHARTER

As in our past, we are dedicated to the Core Values of Honor, Courage, and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service – active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission, deter conflict around the globe, and if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage, and Commitment as our abiding duty and privilege.

"HONOR"

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans. I will:

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

"COURAGE"

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity. I will:

- Have the courage to meet the demands of my profession.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

"COMMITMENT"

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves. I will:

- Foster respect up and down the chain of command.
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality, and competence in all that I do.

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RECORD OF CHANGES

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CHAPTER 1

PROGRAM ADMINISTRATION

0100 - Overview

Navy Military Training requires leadership and supervision to ensure it is executed in a manner that enhances and builds upon the foundation of discipline, rigorous lifestyle, military bearing and development laid in recruit training. It cannot be over stated; "all military staff members within the training command must recognize and fulfill their role in the continuing professional development of our Navy's new Sailors. NMT will be fully integrated into all that we do each day and in every part throughout initial skills training (training received after basic and prior to fleet assignment). To augment existing staff in support and reinforcement of the new Sailor's transition from boot camp to the fleet, apprenticeship and "A" school commands are authorized additional staffing in accordance with the NMT staffing guide (Appendix A).

Commands will assign staff to perform the following:

- a. Staff development
 1. Manage the overall staff-training plan.
 2. Conduct staff training in NMT, ensuring that approved
 3. curricula are followed.
 4. Promote the effective military training of all Sailors by ensuring the military, teamwork, and motivational aspects are emphasized.
 5. Provide assistance, additional training and if necessary counseling to personnel whose performance is less than satisfactory.
- b. NMT Overview
 1. Manage the overall NMT functions to include the quality of instruction.
 2. Promulgate and maintain the bills, orders, and curriculum necessary for the organization, administration, and instruction of military training.
 3. Plan, develop, and coordinate military training projects/requirements. This includes preparation of students for follow-on duty assignments by continuing to provide duties and tasks they would experience in the fleet (i.e., watch standing, field day, section leader, etc.).

4. Ensure the highest standards of good order/discipline, cleanliness, and a environment conducive to study is maintained in student berthing facilities.

0101 - Evaluation

a. Commands shall establish an internal evaluation program which:

1. Evaluates the quality of student military training to ensure meeting prescribed standards.

2. Assesses the adequacy of the military training process to meet the stated objectives.

b. Commands shall compile evaluation and assessment data for commanding officer review. Commanding officers shall provide summary report on NMT progress (to include successes, short falls and recommendations) not less than quarterly to Chief Naval Education and Training, CNET LEAD1, 250 Dallas St., Bldg. 628, Pensacola, FL 32508-5220. Reports are due to CNET no later than 15 days after the end of the quarter. E-mail reports are acceptable. E-mail address (cnet.nmt@smtp.cnet.navy.mil).

CHAPTER 2

STAFF TRAINING AND PREPARATION

0200 - Command Development

Fleet Petty Officers report to training commands as instructors intent on making a positive difference in the Sailors reporting to the fleet. For many, the scope of responsibilities associated with training the Navy's newest Sailors is unknown. Commands must plan staff development to capture the enthusiasm for the mission and channel it to developing self-disciplined, professional Sailors, not just technicians. In addition, commands must plan their staff development to continuously refine and build skills, renew commitment to the mission, and promote the core values of all staff members.

Staff members must be skilled in leading new Sailors in down-to-earth discussions of what the Navy is all about, be able to communicate an appreciation of the Navy's unique role in forward operations, and be able to communicate their own personal pride and enthusiasm for their chosen profession. Above all, we must tell the truth. Balanced, reflective descriptions of the Fleet environment help build confidence and understanding of the challenges to come. We must speak about the deep satisfaction of rigorous challenges and successful missions, of shipmates served with and deployments made, and of the real satisfaction and pride that comes from serving and defending our country.

0201 - Mentoring

Commands shall establish a mentoring program, which pairs successful staff members with newly reporting staff. The intent of this program is not to supersede or replace the sponsor program, but rather to inspire reporting staff with the sense of responsibility necessary to complete the command mission.

0202 - NMT Staff Course (CIN: A-012-0047)

a. SERVSCOLCOM is designated as CCMM to develop and maintain training materials for the conduct of the NMT staff course.

b. All instructors and command personnel (military) assigned to train and or supervise new Sailors, will receive the NMT staff course of instruction.

c. SERVSCOLCOM and Naval Air Technical Training Center (NATTC) are directed to conduct a formal NMT staff course of instruction. Remaining commands may send their staff to the formal course and or utilize training materials provided by SERVSCOLCOM for training staff locally. Modifications to training materials to accommodate local conditions are authorized.

0203 - NMT Support Staff Training (CIN: A-000-0000)

- a. SERVSCOLCOM is designated as CCMM to develop and maintain materials for the conduct of the NMT support staff training.
- b. All applicable commands are to utilize training materials developed by SERVSCOLCOM for support staff training. Modifications to training materials to accommodate local conditions are authorized.
- c. NMT support staff training will be provided to command personnel who are not required to receive NMT staff training, (e.g., non-instructor/non-supervisory military, civilian employees, and civilian instructors).

0204 - Military In-service Training (IST)

- a. Commands will conduct in-service training in support of NMT as needed to keep all staff current and focused on accomplishing the NMT mission.
- b. Lessons, plan of week notes, etc. should be focused on core values discussions, continuous improvement, updates of skills required for military training (e.g., team work, goal counseling, uniform regulations), and emerging topics (e.g., latest trend or problem, seasonal shifts).

0205 - Staff Duties, Responsibilities, and Authority

The following, while not all inclusive, are provided to show the scope and depth of staff involvement to properly carry out Navy Military Training.

- a. Execute daily and weekly routine as prescribed by higher authority.
- b. Ensure new Sailors (trainees) are meeting their training requirements to the fullest of their capabilities in academic and military areas.
- c. Provide comments and feedback on students to Academic/Non Academic Review Boards, Award Boards, etc.
- d. Provide the approved NMT curriculum, as well as other formal and informal military training.
- e. Maintain student performance/training records.
- e. Administer, lead, and participate in the command Physical Training (PT) Program (See Chapter 9).

- f. Perform student musters, and form ups, and supervise marching to and from classes, meals, and other evolutions prescribed by the command's daily routine.
- h. Submit muster reports as required.
- i. Conduct personnel, Bachelor Enlisted Quarters (BEQ), security, sea bag, uniform quality and fit, and other inspections as directed and required.
- j. Conduct reveille and enforce adherence to the uniform of the day requirements as promulgated by command directives.
- k. Provide and maintain a positive military and study environment within berthing facilities.
- l. Ensure taps is observed and quiet maintained about the decks.
- m. Carry out Extra Military Instruction (EMI) in accordance with local directives and maintain records on EMI assigned. Make reports as required concerning members who are assigned restriction or extra duty.
- n. Enforce day-to-day cleanliness, storage, and neatness of assigned BEQ spaces and exterior areas.
- o. Review and approve all watch bills at least 3 days prior to execution.
- p. Contact security and submit reports of theft or vandalism.
- p. Promptly process special request chits via chain of command. Action on request chits should be completed and requester notified of results within 3 working days of submission.
- q. Provide guidance and counseling on personal, military, and administrative matters to assigned Sailors, placing emphasis on preventing problems by encouraging personnel to come forward before a disciplinary, academic, or emotional crisis occurs.
- r. Present at all times the highest standards of military integrity, appearance, bearing, courtesy, and pride in service as a personal example to student personnel (leadership by example).
- t. Assist the command in visitation of hospitalized trainees and those incarcerated in Correctional Custody Units or civilian confinement facilities.

u. Perform such other duties as may be assigned.

0206 - Standards of Conduct

All personnel will adhere to the highest standards of conduct and ethics both on and off duty. A military member's conduct should always be in keeping with the Navy's Core Values of Honor, Courage, Commitment (see Core Values Charter). To ensure staff have clear detailed knowledge for identification of improper conduct and possible gray (unclear) areas, additional information on the subject is provided in Appendix B.

CHAPTER 3

GENERAL POLICY AND GUIDANCE

0300 - Purpose

To provide amplifying instruction and guidance concerning various functions and operational requirements.

0301 - Command Indoctrination

Prior to commencing classes, all students shall receive a "Welcome Aboard" command indoctrination. The intent of this training is to provide immediate orientation for the Sailor in their new environment. As a minimum, the following subjects shall be included in the indoctrination:

- a. Introduction to NMT
- b. Chain of command
- c. Pride and professionalism
- d. Command policy/rules and regulations
- e. Liberty survivability
- f. Alcoholic beverages
- g. Financial responsibility
- h. Physical readiness
- i. Goal card

0302 - Gender Integration

Appropriate interaction which occurs between men and women in the training command is very beneficial in preparing our new Sailors to operate in the mixed gender environment which they will encounter aboard ship. With this in mind, the learning objectives for gender integration are:

- a. Our students will understand that performance, not gender, will determine how far and fast a Sailor will progress in the Navy.
- b. Sailors will live and work together. They can and must depend upon each other in daily operations and in combat regardless of gender.

c. We are all members of the same team, trained and held accountable to the same standards of excellence.

0303 - Student Berthing

The following policy and guidelines will be observed: Configuration and policy guidelines for berthing will have as their objective the preparation of every Sailor for gender integrated living at the operational level, whether afloat, battalion, or squadron. Berthing to house men and women will be in the same building, emulating shipboard environment whenever possible. Gender privacy and dignity is paramount. All berthing must be secure and well supervised.

a. As loading/facility availability permits, students should be berthed together by class, by school, and by command.

b. Within the same building, we will maintain separate and secure berthing areas on separate decks and or wings with permanent physical barriers (not movable partition) separating men and women.

c. Males and females will not share head/bath facilities, living room, or kitchens between adjacent rooms or modules. Joint male and female use of common areas such as laundry facilities, television (TV) room, and study lounge is authorized.

d. For those BQs with central head/bath facilities:

1. Male and female living areas will not be intermixed. They will be clearly defined and identifiable, such as a floor, a wing, or one end of a passageway.

2. Separate head/bath facilities must be an integral part of a defined area and clearly designated as male or female.

3. Passageways in defined areas will be considered as part of respective living area. They will not be used as common passageways for both sexes in the normal course of building use, entrance, and exit.

4. Clearly defined male or female living areas must have some form of fixed (not moveable) partition, wall/divider to prevent visual access by the opposite sex.

e. No student watches shall ever be required to enter the berthing area of the opposite gender except in an emergency. During indoctrination it shall be stressed to student personnel that living areas of the opposite sex are off limits and out of bounds.

f. Staff personnel of the same gender should be available in the BQs after normal training hours for supervision, counseling, and mentoring.

g. When staff personnel are required to be present in a living area used by the opposite sex in performance of their duty, such as inspections or maintenance, they shall loudly announce their presence by the statement "male/female on deck" prior to entering such area.

h. Appropriate attire must be worn when outside individual berthing spaces.

i. Sailors who attend night classes shall not be berthed with students assigned day classes, except when full barracks utilization necessitates.

j. Inspections will be conducted periodically (at least weekly) to ensure all berthing is maintained in accordance with local standards. Commands shall establish, publish, explain, and enforce standards for assigned Sailors.

k. Material for official bulletin boards shall be specified to include policies on sexual harassment, equal opportunity, grievance procedures, safety reading, command issues, and BEQ policies/daily routine.

0304 - Liberty Policy

A key component of the liberty policy must be an understanding of the equilibrium required between personal and professional life and that liberty is dependent on all military, technical training requirements, and work being completed. The objective of this policy is to provide students a phased and sequential transition from the highly restrictive recruit training environment, to one more like that which is experienced by Sailors in the Fleet. Those training commands which are located in the same regional area will coordinate with one another to ensure a uniform policy for all students in their area.

The following Phase Ladder of Privileges Liberty Policy is applicable to those students which are reporting to your command directly from Recruit Training Command. Those commands desiring to modify this policy (which includes making it more stringent) must submit a request for waiver with justification to CNET Leadership Division.

- a. Phase I
 - The first 3 weeks after recruit training.
 - Wearing of civilian clothing not authorized.
 - On-base liberty only during the training week.
 - Consumption of alcoholic beverages not authorized.
 - All liberty will expire at 2200.
 - Must complete command indoctrination prior to off base liberty.
- b. Personnel may be advanced to Phase II upon meeting the following conditions:
 - 3 weeks onboard under Phase I.
 - Completion of NMT core curriculum.
 - Within Navy physical fitness standards.
 - Satisfactory uniform appearance.
 - Satisfactory academic standing.
 - Satisfactory military performance.
- c. Phase II liberty
 - At the discretion of the Commanding Officer, liberty during school nights will expire at a time to ensure 6 hours of continuous sleep in a 24 hour period.
- d. Personnel may be advanced to Phase III upon meeting the following conditions:
 - 4 weeks in Phase II.
 - Within Navy physical fitness standards.
 - Satisfactory uniform appearance.
 - Satisfactory academic standing.
 - Satisfactory military performance.
- e. Phase III liberty
 - Will allow Sailors under NMT to experience liberty equivalent to that of staff.
- e. Commands where training pipeline students continue from "A" to "C" school ("A" schools 6 weeks or less) may coincide completion of Phase II with "A" school graduation.

f. The chain of command or a non academic review board may recommend Sailors be set back to a previous liberty phase for military infractions or unsatisfactory performance. The setback process and corrective actions for the Sailor to regain earlier liberty status will be appropriately documented. All setbacks will be approved by that person who is given this authority in writing by the commanding officer.

0305 - Fleet Inputs to Class "A" Schools

The influence that fleet students have on recent Recruit Training Command graduates must be positively used. Fleet returnees to class "A" schools should be informed of their responsibilities in providing a smart and proper image of the fleet, as well as exerting a positive influence on their classmates toward their training and future assignments.

a. A separate indoctrination session should be held for all fleet personnel assigned to class "A" schools.

b. Fleet input personnel should be placed in positions of responsibility such as Class Leader, Section Leader, or Assistant Section Leader when and wherever possible.

c. Fleet input personnel may be assigned to Phase III upon arrival. Fleet personnel can be reassigned to Phase I or II if additional military training is warranted.

0306 - Tobacco Policy

Activities shall maintain an environment that supports smoking abstinence, discourages use of any tobacco products, and is in support of the Navy Tobacco Cessation Program.

a. As directed by command instruction, smoking may be restricted during certain phases of training.

0307 - Civilian Clothes Policy

Commands will establish a civilian clothes standard that supports Navy Uniform Regulations and the highest standards of appearance. Sailors shall be trained on appropriate civilian attire. The policy for civilian attire should be consistent throughout the command (i.e., same for staff and students) and vigorously enforced.

a. During Phase I, the wearing of civilian clothing is not authorized.

0308 - Uniform Policy

All students will be routinely inspected when in uniform, both formally and informally with a critical eye for proper wear and fit. Particular attention should be given to the jumper, skirt, and trouser lengths, and the fit of all outer garments. The ability to wear the neckerchief and necktie correctly, as well as the overall appearance and grooming of the individual, shall also be evaluated. The objective of this policy is to ensure students demonstrate and know the proper wear, care, and maintenance of all uniforms.

a. All uniform discrepancies will be corrected, including necessary tailoring and alterations and the replacement of missing uniform articles. Discrepancies of those uniforms which were issued at boot camp, may be corrected at no cost to the member, see b. below.

b. Staff members shall provide guidance to trainees in correcting uniform discrepancies. Should major discrepancies be identified in those uniforms which were issued from boot camp concerning poor fit, inferior quality or associated problems, commands shall contact Naval Training Center, Great Lakes, Recruit Uniform issue Officer, DSN 792-6824, COMM 847-688-6824. Provide individual name, social security number, recruit division number, length of time out of boot camp, and nature of problem (i.e., tailoring, size difference, etc.). Provide copy of discrepancy information to CNET LEAD1121, FAX-DSN 922-8084 or e-mail (cnet.nmt@smtp.cnet.navy.mil).

0309 - Alcoholic Beverages

Except as specifically authorized by SECNAVINST 1700.11C, the purchase, possession, and consumption of alcoholic beverages within any installation or vessel under naval jurisdiction are prohibited. Possession and consumption of alcoholic beverages or alcoholic beverage containers in "A" school berthing/lounge areas are hereby specifically prohibited. All personnel who may legally consume alcoholic beverages shall not do so within six hours of training or standing duty and must ensure they are "FIT FOR DUTY" at all appropriate times. Individuals who are drunk or incapacitated for duty because of prior consumption of alcoholic beverages violate Article 134, UCMJ.

a. Consumption of alcoholic beverages during Phase I is prohibited. Starting with Phase II, students of the legal drinking age may consume alcohol.

0310 - Privately Owned Vehicles (POV)

Vehicle storage is governed by base instruction.

0311 - Holding Division (Optional)

Holding Divisions may be operated to provide for berthing, supervision, and employment of students awaiting "A" schools and those students whose instruction has been interrupted. It will include personnel not transferred to a Transient Personnel Unit (TPU) and provide for berthing, supervision, and employment of those school graduates whose departure from CNET activities is delayed awaiting orders, passports, baby holds, medical holds, and similar situations. Operation of the Holding Division and procedures for placing personnel in this division must be covered by local instructions. Department Head/Officer in Charge (OIC) of the Holding Division shall conduct continuous liaison with the Personnel Management Officer to ensure responsiveness of Holding Division to pipeline requirements in order that no awaiting training or graduate remains in the division longer than necessary.

a. Personnel awaiting separation or transfer for disciplinary reasons will not be berthed with students awaiting instruction/transfer.

b. Personnel arriving from Recruit Training awaiting instruction/training will be subject to NMT policy including phase liberty/privileges and receive NMT core training.

0312 - Motivational Tools

During the recruit training process of turning civilians into Sailors the Recruit Division Commander is authorized to use motivational tools such as instructional training exercises ITE (ordering a recruit to perform pushups, jumping jacks, etc. upon demand). The purpose in their use is to provide a quick means of motivation in correcting substandard performance. During the time Sailors are under NMT, the use of ITE is not appropriate and is not authorized. Consistent with the mission of NMT and appropriate with preparing Sailors for transition to the fleet, the use of extra military instruction EMI is authorized.

CHAPTER 4

DAILY ROUTINE

0400 - Policy

The daily routine for student personnel is the basic tool to prepare students for the rigors of Navy life. To ensure Sailors are provided with sufficient time to complete all training requirements, supervisors must be completely familiar with the daily routine. The complete standard training workweek is extended, because each daily evolution is a training event for new Sailors. NMT training requirements are designed to augment technical training requirements, neither extending time onboard nor superseding technical training requirements.

0401 - Daily Routine

Commands shall establish a daily routine that facilitates completion of all training requirements. Daily routines shall be published and enforced. Daily routines will include normal Navy routines including reveille, quarters for muster, inspection, and instruction, scheduled inspections, watch training, sweepers, taps, etc.

0402 - Navy Military Training Schedule

NMT represents a variety of teaching and learning experiences in conjunction with technical training. A valid and reliable training schedule is vital for both the student and instructor. Accordingly, commands will develop and post a NMT schedule as a supplement to the school Course Master Schedule. The schedule will include as a minimum: staff led PT, seabag, personnel and berthing inspections, deployability counseling, and NMT curriculum. NMT time requirements will not be used to lengthen any course or to justify additional manning other than in accordance with appendix A.

0403 - Field Days

All hands field days may be scheduled on a not-to-interfere basis with other training requirements. Field days shall not extend past taps.

CHAPTER 5

LEADERSHIP

0500 - Leadership

Sailors look for a model to copy and follow leaders who gain their confidence and respect. Our newest Sailors have volunteered to serve their country and are influenced by officers, chiefs, and petty officers they trust and admire. They should be dealt with professionally, treated fairly, and held accountable. The high standards of crew performance, conduct, and appearance we expect can only be met when intelligent leadership is passed down through the most junior petty officer to the newest Sailor onboard. The process of complete and effective participation by all leaders is not automatic; it takes planning, organization, knowledge, skill, and reassessment.

0501 - Chain of Command

The chain of command is the vital link in Sailorization. No one facet of NMT will have greater impact on Sailor development than the internalized sense of responsibility for training the whole Sailor. No amount of "telling" will replace the value of showing, modeling appropriate behavior, and being available to correct, adjust, and commend assigned sailors.

a. Commands shall establish, publish, explain, and enforce the chain of command structure for assigned sailors. Each Sailor must know whom they report to, and who is in charge of whom.

b. Commands will ensure the chain of command provides and maintains a positive and properly supervised military environment.

c. Commands will ensure the chain of command encourages assigned personnel to come forward with problems before a disciplinary, academic, or emotional crisis occurs.

d. Commands will ensure the chain of command provides guidance and counseling on personal, military, and administrative matters to assigned personnel, placing emphasis on preventing problems by timely involvement.

e. Accountability is the key to proactive leadership versus reactive leadership. The entire command's involvement is necessary to ensure good order and discipline.

Note: It is not intended nor desired as part of NMT that any command staff member (other than during Recruit Training) should be distinguished by wearing an aiguillett. Although authorized in accordance with Navy uniform Regulations, doing so is viewed as counter to preparing Sailors for Fleet service in recognizing the authority and responsibility of petty officers and chiefs.

0502 - Student Leadership

The opportunity to exercise responsibility for group performance, coupled with followership, is a significant step in leadership development. Practicing leadership skills within a controlled environment should provide a positive experience, foster a keen sense of responsibility, appreciation for high moral standards, and a desire to maintain good order and discipline. Given that they have a unique relationship with their peers, it is critical student leaders facilitate communication between staff and students.

a. Commands shall establish specific student leadership positions. The positions will have written performance criteria and standard training. Where appropriate, leadership positions that are watch stations (e.g., duty section leader) shall have Personal Qualification Standards (PQS) or Job Qualification Requirements (JQR) prepared under chapter 6. Normal student leader positions may include:

1. Class Leader
2. Section Leader
3. Master-at-Arms
4. Yeoman
5. Training Petty Officer
6. PT Leader
7. Morale, Welfare, and Recreation (MWR) Petty Officer

Note: Students assigned to leadership positions shall not act to filter communication or block access to staff personnel. While student leaders make a positive contribution to achieving the command mission, student leaders will not be assigned staff responsibilities or duties without prior approval of the commanding officer.

b. Training/Feedback. The value derived from student leadership is greatest when one-on-one senior-junior training occurs. Student leaders must be trained on their responsibilities and given both positive and constructive feedback on their performance. The training and feedback shall be conducted on a regularly scheduled basis and as situations require.

c. Rotation. Commands may define periodic rotation of leader responsibilities to allow maximum student participation and opportunity.

0503 - Recognition

The realistic appraisal and recognition of outstanding performance is indicative of command effectiveness and morale. We must exert positive efforts to recognize Sailors who do well. The positive reinforcement of Sailor's outstanding performance, no matter how slight, is crucial to individual development and motivation. A single word of encouragement can make a difference.

a. Commands shall establish processes that recognize outstanding achievement, and set recognition criteria so every sailor can achieve success.

b. Suggested methods include, but are not limited to:

1. Assignment to performing units such as color/honor guard, drill team, choir, flags unit, or marching units.

2. Exemption from personnel inspection. Previous personnel inspection Outstanding.

3. Exemption from berthing inspection. Previous berthing inspection Outstanding.

4. Extended liberty hours.

5. Assignment to other positions of responsibility.

6. Commanding officer's letter of commendation.

7. Honorman recognition.

CHAPTER 6

GENERAL WATCH STANDING REQUIREMENTS

0600 - Purpose

We place vast trust and responsibility in the hands of our newest watch standers. Warfighting teams cannot function without them. Student watches shall be maintained when possible. The goal is to emulate the shipboard environment, teaching principles of responsibility, authority, and teamwork. Sailors must devote time to learning the skills that will enable them to qualify as watch standers. The rewards are great. There is no feeling quite like standing watch for the first time as a qualified watch stander; it is a time-honored and unique distinction.

0601 - Watch Standing

Watch standing must prepare Sailors to join the U.S. Navy warfighting team. All watch standing shall be designed to teach students the skills necessary for watch stander performance: forehandedness, vigilance, judgment, leadership, and technical knowledge. Routines including watch preparation, relieving the watch, watch conduct, and turning over the watch shall be supervised as necessary to ensure a taut watch is the command standard.

0602 - Duty Sections

A duty section will be composed of command staff and student enlisted personnel. No person in the duty section shall leave the assigned area during assigned hours of duty unless authorized by the Staff Duty Officer or higher authority.

0603 - Married Personnel in Duty Section

Married personnel in the duty section will adhere to the standards of paragraph 0605.

0604 - Eligible Watch Standers

All student personnel are eligible watch standers unless specifically excused by the Division Leading Chief Petty Officer. Students who are assigned to mandatory remedial training will not be assigned to watches which prevent their attendance. No "under instruction" student may be assigned a watch during the academic training day.

0605 - Watch Reliefs

Student personnel, while in a duty status, shall not leave the base confines without authorization of the Staff Duty Officer. Relief watches shall eat early meals and proceed directly to their post to relieve the watch.

0606 - Watch Indoctrination

All watchstanders shall be properly indoctrinated as to the basic function, duties, responsibilities, and authority of the watch prior to being assigned watch.

0607 - Watch Qualification

A rigorous qualification process improves the skill of watchstanders, develops sound Sailors and true watch standing teams.

a. All watch standers shall properly qualify as to the function, duties, responsibilities, and authority of a watch prior to being assigned the watch.

b. All students shall qualify as watch standers using PQS, where available, or locally prepared JQR.

c. Commands shall establish a watch qualification program to include elements such as qualification cards, standard answers, progress charts, written tests, and oral boards.

0608 - Uniform

Watch standers will report for duty in the uniform prescribed by command policy.

0609 - Entry/Exit Monitoring

A policy of entry/exit monitoring of all personnel at the "A" School/Apprentice Training Barracks is required. Personnel assigned to duty throughout the command shall be thoroughly familiar with this policy and instructed to vigorously enforce it.

0610 - Watch Requirements

Local directives will establish watch requirements. Watches shall not be assigned as a disciplinary action. Watches assigned as remediation for watch knowledge are permitted. Students under instruction shall not be assigned a watch longer than 2 hours in duration between 0001 and 0600 for students on days preceding training. Split shift student watch schedules should be adjusted accordingly.

0611 - Berthing Areas

Student watch standing in berthing (sleeping) areas occupied by the opposite sex is not authorized.

0612 - Watch Responsibilities

A copy of the basic function, duties, responsibilities, and authority of each watch shall be available where the watch is posted.

0613 - Watch Log

Watch Log requirements and contents shall be established by command instruction.

0614 - Watchbills

Watchbills will be reviewed and approved by the staff watchbill coordinator at least 3 days prior to execution.

0615 - Duty Section Musters

Duty section musters should be kept to a minimum.

0616 - Security and Safety

Major factors to consider when establishing watches are safety, security, and proper operation of the command. No student watch shall ever be required to enter the berthing area of the opposite gender except in an emergency. A training program will be established to ensure watch standers know which situations require an emergency entry into opposite gender berthing.

0617 - Watch Training

Training of watch standers brings about obvious improvement in the readiness of the command, and also increases the morale and enthusiasm of watch standers.

a. Commands will establish a regular training program to maintain the proficiency of their watch standers.

b. Student participation in watch stander training is a required function.

0618 - Quarterdeck

The dignity and appearance of the quarterdeck are traditional symbols of the professional and seaman like attitude of a crew.

a. Each command shall establish formal quarterdecks at selected student entry points, normally the barracks where students reside or school building where classes are conducted.

b. Each person entering a quarterdeck shall salute the national ensign if displayed. They shall stop on entering the quarterdeck, face the national ensign, and render the salute, after which they shall salute the watch, present identification card, and request permission to come on board. On leaving the quarterdeck, they shall render the salutes in inverse order. The watch shall return both salutes in each case. When in civilian attire, appropriate honors will be rendered by facing the flag and standing at attention. If covered, headdress (hats) will be removed with the right hand and held at the left shoulder, the hand being over the heart.

c. The quarterdeck is reserved for the proper conduct of official and ceremonial functions. Watches shall not have visitors. Persons not on official business shall not loiter on or near the quarterdeck. All personnel in uniform shall remain covered while on the quarterdeck. Eating or drinking shall not be allowed on the quarterdeck. Open beverages or foodstuffs shall not be carried across the quarterdeck.

CHAPTER 7

PROFESSIONAL DEVELOPMENT

0700 - Professional Development

Skill development and education help form the backbone of the Navy. The pattern of success that Sailors accept as the norm does not occur by accident; it is a real process whereby realistic goals cultivate achievement, which ingrains a desire to excel in the Navy.

The first duty assignment beyond the training command will not be reached until weeks after bootcamp has been completed. It is important that each new Sailor continue to develop into a military as well as technical professional.

All new Sailors reporting from recruit training will receive NMT via formal and informal training, within a professional military environment, and by military staff who provide leadership, supervision, mentoring, counseling and positive reinforcement.

0701 - Advancement

Professional development and advancement progress is a continuous process. Sailors must understand the advancement process and begin immediate preparation.

a. Commands will assist students with obtaining the training correspondence courses necessary for their professional development.

b. Students will be counseled on advancement requirements and encouraged to set obtainable goals.

c. Rating communities with additional advancement requirements shall promulgate specific time standards for completion of those requirements.

0702 - Goal/Achievement Counseling

Counseling is a valuable tool in helping Sailors set and achieve both short-term and long-term goals while in the service. It is a vital part of one-on-one leadership of our junior personnel.

a. The Navy Goal Card is issued to all incoming recruits consist of two parts: (1) a Goal Card printout, containing rating/career specific information, and (2) the pocket Goal Card. Commands will address the Goal Card during command indoctrination, meritorious selection boards, academic and nonacademic review boards, and individual counseling sessions. Additional information on the Goal Card can be found in NAVADMIN 106/95 and 194/96 or on the Internet (<http://www.bupers.navy.mil>).

b. Commands will conduct periodic counseling for all students onboard. Counseling will focus on educating the Sailor on the best way to plan and achieve future goals, academic and military progress, advancement progress, sincere goal setting, open discussion, and honest feedback.

c. Commands will be aggressive in assisting Sailors in setting realistic short-term and long-term goals spanning their training time period and the remainder of their enlistment (includes writing target dates above each goal).

d. Sailor goal counseling will be documented in the Sailor's training record.

CHAPTER 8

NAVY MILITARY TRAINING CURRICULUM

0800 - General

The NMT topics were developed to provide additional basic information to Sailors who have completed recruit training. The topics are provided to Sailors by a partnership of the fleet and NAVEDTRACOM. All personnel transferred to the fleet will have a minimum of NMT core completed. All completed curricula will be documented on the progress/completion record, Appendix C.

0801 - Instructional Process

a. NMT core topics are to be completed during the first 3 weeks onboard the training command and are required prior to advancement to Phase II liberty status.

b. The remaining NMT topics are to be taught at a minimum of one topic per week until completed or transfer, in which case the gaining command is responsible to continue the training. In cases where the "A" school/apprentice training curriculum includes the NMT topic material, that particular topic need not be retaught. Commands may elect to teach additional topics. If guest speakers are used, they will use the NMT curriculum and be monitored to ensure all learning objectives are met.

c. The NMT curriculum is progressive and building block in nature. Lessons are designed to be taught according to the Sailor's time in service. Block teaching of curriculum, with the exception of NMT Core, is discouraged because it detracts from the progressive nature of the curriculum. Commands will report curriculum conflicts (e.g., looping pipelines) to the CCMM for resolution.

0802 - Responsibilities

a. SERVSCOLCOM is designated as CCMM to develop, maintain, and provide NMT training materials.

b. All applicable commands are to obtain and utilize training materials developed by SERVSCOLCOM for student training. Modifications to training materials to accommodate local conditions must be approved by the CCMM prior to implementation.

c. Commands will schedule and provide NMT curriculum as per paragraph 0803. Specific command attention is required to ensure that technical and military training receive equal emphasis, with respect to environment, quality of instruction, reinforcement, and staffing.

0803 - Topics

NMT Core (CIN: X-XXX-XXX1) (complete during the first 3 weeks)

- 1-1 Command Indoctrination and NMT Introduction (2 hours)
- 2-1 BEQ Regulations
- 3-1 Right Start
- 4-1 Suicide Awareness
- 5-1 Zero Tolerance
- 6-1 Aware (4)
- 7-1 Sexual Harassment, Fraternization, Discrimination, Hazing (2)
- 7-2 Prevention of Sexual Assault
- 8-1 Introduction to Personal Financial Management (3)
- 9-1 Healthy Lifestyles
- 10-1 Deployability (conduct 2 to 3 weeks prior to transfer)

NMT (CIN: X-XXX-XXX2) (taught a minimum of one topic per week after NMT core)

- 1-1 Advancement
- 2-1 Team Building
- 3-1 Heritage (2)
- 3-2 Heritage (2)
- 3-3 Heritage (2)
- 4-1 CNO Reading list
- 5-1 Core Values
- 6-1 Service Record
- 7-1 Military Pay/Leave and Earnings Statement
- 8-1 Damage Control
- 9-1 Healthy Lifestyles
- 10-1 Personal Development
- 11-1 Computer Familiarization
- 12-1 Heritage
- 13-1 Education/Career
- 14-1 Core Values
- 15-1 PQS
- 16-1 Hazmat
- 16-2 Operation Risk Management
- 17-1 Heritage
- 18-1 Core Values
- 19-1 Checking/Savings
- 20-1 Damage Control
- 21-1 Healthy Lifestyles
- 22-1 Shipboard Watch
- 23-1 Heritage
- 24-1 Indebtedness & Credit Reports
- 24-2 Consumer Awareness
- 25-1 Car Buying
- 26-1 Damage Control
- 27-1 Healthy Lifestyles
- 28-1 Living Ashore (Optional)

CHAPTER 9

PHYSICAL TRAINING

0900 - Purpose

To provide guidance in developing a Physical Training program that motivates and encourages "A" school/apprentice training students to start and maintain a personal fitness program consistent with the objectives of OPNAVINST 6110.1. This program will continue and build on the level of fitness achieved in recruit training.

0901 - General

All training commands shall schedule and complete a minimum of three 1-hour periods per week of physical exercise. Students onboard greater than 20 weeks will have an official Physical Readiness Test conducted in accordance with OPNAVINST 6110.1.

0902 - Physical Training Program

During indoctrination, staff and students will receive orientation on the command's Physical Training Program. This program shall consist of warm up, stretching, calisthenics, strength building, and aerobic exercise with a cool down period. Students received without a completed Risk Factor Screening must complete one as required by OPNAVINST 6110.1 and be screened to determine if they are within height-weight standards. Any potential medical problems identified will be referred to a medical officer for evaluation prior to participating in physical exercise.

a. Students shall participate in staff led/supervised (staff will participate and lead by example) physical exercise, a minimum of 1 hour in duration, 3 days each week. It is highly encouraged that all sessions be conducted in uniform athletic attire to promote esprit de corps, (Sailors are issued Navy athletic clothing during recruit training). A minimum of two staff members shall be present during any scheduled physical exercise session and distinguishable from the students. One session each week may be a team sports activity supervised by the command.

b. When a temporary medical waiver is granted, in order to minimize the extent and loss of physical fitness during the wavered period, the student will conscientiously pursue an alternative conditioning program consistent with the treatment of the wavered condition, as guided by a medical doctor. Many conditions, for example, do not preclude exercise such as swimming, cycling, aerobics, rowing, or brisk walking.

0903 - Physical Readiness Assessment

Sailors reporting from Recruit Training have achieved a score of good or better in each category of the OPNAV Physical Readiness

Test, none the less, all staff shall monitor students for possible remedial candidates. Sailors who fail to meet height-weight standards as well as those who consistently lag behind during scheduled exercise sessions will be referred to the Command Fitness Coordinator for assessment and remedial program assignment, if required.

a. A Physical Readiness Assessment will be listed on the master course schedule to be administered 2 weeks prior to transfer for students who have not completed the official OPNAV Physical Readiness Test within the same period. The assessment will consist of a 1.5 mile run, sit reach, number of pushup in 2 minutes, and number of sit-ups preformed in 2 minutes. Students whose performed results would construe anything less than satisfactory for their age group shall receive counseling via page 13 concerning the their obligation to remain in OPNAV standards at all times. Sailors shall be encouraged to strive for scores of excellent and outstanding.

b. Report to CNET any student failure trends or PT program successes to be included in quarterly summary reports.

0904 - Remedial Program

The remedial program consists of participation in normal scheduled exercise sessions augmented by additional physical conditioning evolutions and periodic reassessment. Personnel assigned to a remedial program because they exceed the height/weight standards shall be weighed at least weekly and, if required, have percentage of body fat measurements performed and recorded at 2-week intervals. The progress of personnel on any remedial weight reduction program must be monitored closely. Failure to show positive progress is cause to intensify remedial efforts including lifestyle analysis, counseling, and, as appropriate, disciplinary action.

0905 - Medical Emergencies

Since any strenuous physical conditioning program has the potential for aggravating an unknown medical problem, all personnel assigned to conduct physical exercise sessions shall be certified in Cardiopulmonary Resuscitation (CPR) as part of their training. Recertification is required.

All staff and student personnel must know the location of the telephone nearest to the physical exercise area and must know the telephone number for the Emergency Medical System should any medical emergency arise.

All staff and student personnel must be knowledgeable of the command pre-mishap plan.

Prior to conducting any physical exercise or testing, participants are to be instructed that if they believe their continued participation will be detrimental to good health or they have some form of a medical problem prohibiting participation, they are to stop at once and ask for staff assistance.

CHAPTER 10

MILITARY STANDARDS

1000 - Standards

Military standards are based on long-established codes, customs, practices, and regulations, most of which are common to all services and our Navy. Without exception, the standards of any unit form the reputation for smartness, or lack of it, that the unit carries throughout the Navy.

1001 - Inspections

Inspections are an important, fundamental part of the Navy. They are not merely a traditional or ceremonial drill, but fulfill a vital function, as means of evaluating the efficiency, morale, and quality of discipline in a military unit.

a. Commands shall establish routine as well as formal Inspections to maintain the highest standards of appearance, uniform serviceability, and to ensure good health and hygiene. Frequent, careful, and critical examination of standards, with praise for work well done, are the hallmarks of good inspections.

b. A formal personnel inspection shall be scheduled and conducted weekly. Inspection uniform shall be determined by the inspection officer. Students shall be in formation and use standard facing movements and commands. Student formations shall be presented by student leaders.

c. A formal berthing inspection shall be scheduled and conducted weekly.

d. A formal seabag inspection shall be conducted on any student who exhibits uniform discrepancies. A formal seabag inspection shall be scheduled and conducted for all students prior to transfer. Stenciling, serviceability, and item quantity shall be maintained at 100 percent. Appendix D and E are checklists for male and female seabag requirements. All uniform discrepancies will be corrected, see paragraph 0308.

CHAPTER 11

TEAM BUILDING

1100 - Purpose

The Navy is organized to meet the requirements for battle. Organizational units establish functional groups and teams to carry out activities necessary for mission accomplishment. A strong sense of unity and duty, precise and efficient efforts, and harnessing individual goals to team objectives are our standards. Teamwork emphasis must remain consistent as Sailors transfer to functional components of the U.S. Navy warfighting team.

1101 - Teamwork

Maintenance of team skills including identifying team behaviors, demonstrating adaptability and flexibility in a changing environment, and understanding diversity is essential.

a. Commands will establish a team environment within the chain of command. Examples of normal team composition would include a class, duty section, or barracks area that remains together for functional performance. Similar to fleet practices, Sailors can expect to be members of more than one team.

b. Commands will establish team recognition methods that reinforce team performance and attainment of high standards. Examples include inspections, work requirements, and class academics. Special attention must be given to development of healthy competition that does not detract from core values such as gaming the system or cheating.

c. Commands will establish processes for participation in team events, team projects, military projects, community projects, and technical training projects that add to team building. Command partnering opportunities with the local community should be identified. Sailor initiatives should be encouraged, but the processes to practice team skills must be built into the student's training pipeline.

d. Commands will establish guidance for marching in accordance with local conditions. Marching is a visible manifestation of team performance and the safest way to move large numbers of Sailors in a timely manner.

e. Commands will encourage participation in multicultural activities.

1102 - Mentoring

It is vitally important that Sailors are able to balance their personal lives and those responsibilities which come with Naval service.

a. Commands will establish an active mentoring program to assist Sailors in becoming full contributors to the Navy war-fighting team. Mentoring may take several forms including staff-student, fleet Sailor-student, senior class-junior class, or peer-peer depending on command structure.

1103 - Healthy Lifestyles

Healthy living skills are an important part of individual development within the Navy team. Sailors must understand the negative impact on team performance and potentially life-shortening effects of bad lifestyle choices. Sailors must have the skills to use free time in a meaningful way and have recreational alternatives that support core values.

a. Commands will actively coordinate with MWR, or other local recreational organizations, to introduce and encourage Sailors to participate in a wide variety of recreational alternatives available to them. Site visits, facility tours, and vigorous activity marketing is required.

CHAPTER 12

HERITAGE

1200 - Policy

Our faith and pride in the United States, and all that our country stands for, are affirmed by our oath to defend our nation. We cannot be glib or nonchalant about our privilege to represent our country, our Navy, and the honorable Sailors who have served before us. We are the measure of our countries' future, which is dependent on our performance. We must not lose sight of our ultimate responsibility amid the press of day-to-day concerns.

1201 - Patriotism and Heritage

a. Commands shall establish guidelines for command observances of holidays and naval history. The observances listed below will be conducted. Commands may add additional observances unique to their community or site that foster patriotism.

1. February - President's Day
2. March - Victories at Sea (celebration of historical battles)
3. May - Armed Forces Day
4. May - Memorial Day
5. June - National POW/MIA Recognition Day
6. June - Flag Day
7. July - Independence Day
8. August - Medal of Honor Recognition Day
9. October - Navy Birthday
10. November - Veterans Day
11. December - Pearl Harbor Remembrance Day

b. Commands will encourage participation in ethnic celebrations and foster environments including posters and settings which positively display Navy pride.

c. Commands shall facilitate increased student participation in events including awards ceremonies, reenlistments, and retirement ceremonies. Student graduation ceremonies should include naval history lessons and guest speakers.

d. Commands shall actively liaison with local activities to ensure an adequate supply of Chief of Naval Operations reading material is available for staff and student's cultural observances.

1202 - Honors/Courtesies

Honors and courtesies should always be conducted in a manner that reflects credit on our Navy and country while reinforcing a sense of pride and respect within our Sailors.

a. Commands shall ensure all evolutions official and routine are structured to provide appropriate interaction between Sailors. Rendering required military courtesies including salutes, greetings, proper address, military bearing, and appearance shall be the initial checkpoints of every senior-junior encounter.

CHAPTER 13

DEPLOYABILITY

1300 - Purpose

Transferring Sailors enter an environment they have never experienced before. The goal is a seamless transition that prepares them for their transfer, their first day aboard, and their immediate goals. Prior to graduation, the focus of training should shift toward an effective and successful transition, concentrating on the Sailor's future needs for success in the fleet.

1301 - Deployability

Sailors must be ready to sail at any time. They should be ready to serve unencumbered by medical, dental, psychological, physical, personal, spiritual, or financial hindrances as required by Navy Regulations.

a. A formal transfer counseling session will be scheduled and conducted with each student. Commands shall ensure Sailors are fully briefed, oriented, and prepared for their transfer and potential immediate deployment. Commands will complete the transfer questionnaire Appendix E with each Sailor prior to transfer. Each Sailor will be given a copy of the completed form.

b. Commands shall liaison as appropriate to ensure Sailors maintain the medical and dental qualifications necessary for transfer.

c. Commands shall provide support (e.g., phone, internet, Family Service Center referral) and assist transferring Sailors in contacting their gaining commands to ensure Sailors receive sponsors, welcome aboard packages, and any pertinent information prior to transfer.

1302 - Fleet Handoffs

The partnership between the transferring and gaining commands to ensure an effective training continuum is real. Its tangible links are effective communication, complete service records, NMT curriculum progress report, and deployability readiness.

a. Commands shall include the following in the transferring Sailor's service record:

1. Curriculum completion/progress report - Appendix C
2. Seabag inspection checklist - Appendix D or E
3. Transfer Questionnaire - Appendix F

APPENDIX A

**CHIEF OF NAVAL EDUCATION
AND TRAINING**

**STAFFING GUIDE
FOR
NAVY MILITARY TRAINING
(NMT)**

**(REVISED)
2 February 1998**

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PART I - INTRODUCTION

101. INTRODUCTION. The Staffing Guide for NMT is developed as an instrument for implementation of CNET Code 01 letter Serial T24212/0210 of 10 July 1997. The objective of this staffing guide is to provide a standardized method for determination of manpower requirements dedicated solely in support of the NMT endeavor at "A" schools and any affected schools having students reporting directly from Recruit Training Command.

102. DEVELOPMENT METHODOLOGY. Initially, a detailed PWS was developed for NMT which describes functions and tasks to be performed within the NMT program. Incremental manpower requirement estimations for execution of the PWS were developed based on a standard Mentoring Group (MG) size equating to an Average On Board (AOB) size of 80 Navy students. This MG size is based on validated NMT program curriculum execution data acquired by onsite operational audit and subjective consensus of experienced subject matter experts. The analysis indicates the following relationships are most appropriate for determination of manpower requirements in support of NMT program execution.

$$\text{Number of Mentoring Groups (MG)} = \frac{\text{Navy student AOB}}{80}$$

$$\text{Number of NMT Instructors (NMTI)} = 2 \times (\# \text{ of MGs})$$

$$\text{Number of NMT LCPOs} = \frac{\text{Number of MGs}}{3}$$

$$\text{Total NMT Manpower Requirements} = \text{NMTI} + \text{LCPOs}$$

NOTE: Round at the school/course grouping level after NMTIs and LCPO requirements are combined. Refer to the NMT Staffing Table (article 302) to acquire the military grade mix of billets required.

103. STAFFING POLICY ASSUMPTIONS. The following assumptions are to be followed unless justification for deviation is identified and documented:

a. Location, facilities, and rating/skills compatibility are prime considerations in establishing the boundaries of individual (school) NMT manpower requirements calculations.

b. Compatible ratings/skills will be used for NMT staff in order to provide a rating specific environment to enhance mentoring opportunities in the schools at which this function is provided.

c. All full-time NMT staff will be qualified Instructors (NEC 9502).

104. SCOPE OF STAFFING GUIDE APPLICATION. This Staffing Guide applies to all "A" schools having a Navy Student AOB count of 20 or higher. For schools and school/course consolidations having

an AOB of less than 20, the NMT program will be administered by school staff personnel, technical instructors, or senior students (class Leaders).

105. TERMS AND DEFINITIONS. The following terms and definitions associated specifically with the NMT are provided for clarification:

a. Student AOB - The average number of Navy Students for a specific "A" school. Count only those Navy students serving in their first year of active duty and/or those non-rated students without fleet experience.

AOB = $\frac{\text{Yearly Navy Student Input} \times \text{Course length in Weeks} \times 1.2}{50 \text{ weeks}}$

b. MG - equates to a Navy student AOB of 80 (i.e., a Navy student AOB of 500 is equal to 6.25 MGs).

c. Supernumerary Factor (1.2) - A factor used in the computation of AOB as displayed in article 105.a. above which accounts for training activity historical supernumerary population (awaiting instruction, awaiting transfer, and interrupted instruction personnel). Note: Any deviation from this factor of 1.2 must be documented, justified, and approved by CNET (OS121).

d. Yearly Student Input (YSI) - Validated (via the Training Program Coordinator) from Navy Integrated Training Resources and Administrative System (NITRAS).

e. Course Length - Validated (via Training Program Coordinator) Course Length from NITRAS.

106. CALCULATION OF AOB (STUDENTS). The following sample computation of Navy Student AOB using the formula displayed in article 105.a. is provided:

AOB = $\frac{\text{Yearly Navy Student Input} \times \text{Course Length in Weeks} \times 1.2}{50 \text{ Weeks}}$

Assuming a YSI of 4500 and a Course Length of 14 weeks, the calculated Navy Student AOB is as follows:

AOB = $\frac{\text{YSI} \times \text{CL} \times 1.2}{50}$

AOB = $\frac{4500 \times 14 \times 1.2}{50}$

AOB = $\frac{75600}{50}$ = AOB of $\frac{1512}{80}$ Navy Students or 18.9 MGs

NOTE: AOB calculations must be performed for the execution year and throughout the FYDP if YSI (Navy) or Course Length fluctuates from year to year. AOB for individual courses must be computed separately then summed up at the school/complex level prior to calculating NMT manpower require-

ments in order to minimize the impact of fractional manpower increments. All rounding of fractions will be done only after all grouped courses are summed prior to total manpower requirements calculations for school or course grouping. NMT manpower requirements calculation rounding rules are as follows:

Round only at the school/course grouping level, then round as follows:

For Number of MG calculations, no rounding will be done prior to use in NMTI calculations.

For NMTI calculations, do no rounding.

For LCPO calculations, do no rounding.

For total NMT requirements, sum the whole and fractional values of the NMTI and LCPO calculation. Round total NMT requirements by rounding down for all fractional values less than .5 and round up for fractional values of .5 and higher.

PART II - PERFORMANCE WORK STATEMENT (PWS) AND STAFFING GUIDELINES

201. PWS FOR NMT

a. Student In-processing/Out-processing: Assign berthing, issue key card, issue linen, create data record, log check-in, create Alpha Roster, conduct barracks indoctrination, receive key card, receive linen, and remove student data from data base.

b. Student Assistance: Provide base location assistance, provide barracks policy/procedure assistance, and direct student to urinalysis collection point.

c. Musters: Conduct morning muster, conduct lunch muster, conduct muster for assignments, conduct barracks muster, conduct 2100 muster, conduct situational muster, and conduct class-up/badge-up muster.

d. Prepare Reports: Prepare Daily Muster Report, prepare Daily Room Report, prepare Available Berthing Report, prepare Military Infraction Report, update Not Under Instruction Report, prepare Safety Inspection Report, and prepare Personal Injury Report.

e. Labor of Opportunity: Manage Labor of Opportunity assets, supervise Labor of Opportunity, determine Labor of Opportunity work priorities, and assign Labor of Opportunity assets.

f. Conduct Inspections: Conduct walk through, conduct Phase I Formal Inspection, conduct Phase II Formal Inspection, conduct Failure/Reinspection, conduct Daily Uniform Inspection, conduct Special Circumstance Uniform Inspection, conduct Receiving Sea-

bag Inspection, conduct Transfer Sea-bag Inspection, conduct special Sea-bag Inspection/Reinspection, inspect student incoming mail (package), perform Health and Comfort Inspection, and perform Safety Inspection.

g. Student Counseling: Counsel student and perform spot correctional counseling.

h. Student Escort: Provide student escort to Legal Office, Naval Criminal Investigative Service, OIC/XO Mast, CO's Mast, Restricted Barracks, CCU/Brig, CCU/Brig LCPO visits, Civil Court, and escort from Brig to special assignment.

i. Student Transfer Brief: Conduct Student Transfer/Deployment Brief, discuss orders with student, and discuss any special considerations or circumstances with student.

j. NMT Training: Conduct approved NMT syllabus training.

k. Physical Readiness Test (PRT): Conduct PRT.

l. Miscellaneous NMT Tasks: Conduct DRMO trip, train student Section Leader/LPO/MAA, bag-out UA personal effects, and provide liaison with PSD, Medical, Chaplain, and Legal Services.

m. Standard Indirect NMT Support: Provide supervision, general administration, NMT supply support, conduct meetings, perform local travel, conduct training, and supervise cleanup.

202. STAFFING GUIDELINES FOR NMTI AND LCPO REQUIREMENTS. Each MG requires two NMTIs (PO1/PO2). "A" schools having a Navy student AOB count of less than 20 will be consolidated with other "A" schools when possible. If a total Navy student AOB is less than 20, no full-time NMT staffing is authorized unless approved by CNET (OS121). In those cases, school staff, technical instructors, or senior rated (PO2 and above students) will administer the NMT program when no full-time NMT billets are provided. Affected schools having a Navy Student AOB count of 20 to 59 will require one full-time PO2 to administer the NMT (an AOB Navy student count of 60 or above will require a minimum of two full-time NMTIs). The first LCPO (POC) billet is required when a level of three full MGs are reached. Refer to articles 301 and 302 for further explanation and the Staffing Table for NMT manpower requirements.

203. BILLET IDENTIFICATION GUIDELINES FOR NMT COORDINATORS. A minimum of one NMT Coordinator (POCS/POCM) is required for support of each major "A" school training facility. NMT Coordinator requirements will not be provided over and above the NMTI and LCPO requirements calculation. One may be identified for each geographical location as part of the total NMT manpower requirements (NMTI+LCPO). NMT Coordinator billet titles will be assigned at the discretion of the CNET Management Engineering Team (MET) after analysis of the NMT operation for specific training activities.

PART III - NMT STAFFING TABLE AND APPLICATION INSTRUCTIONS

301. NMT STAFFING GUIDE APPLICATION INSTRUCTIONS. In order to correctly use the NMT Staffing Table, first compute the AOB using the formula, terms, and definitions in articles 105 and 106. After AOB is determined, use AOB to compute the number of MGs, then calculate the number of NMTI and LCPOs. Now, sum up NMTI and LCPO requirements and take the Total Requirements (TOTREQs) to the NMT Staffing Table (article 302). The billet skill (grade level) for manpower requirements to perform this level of NMT workload will be displayed within the appropriate TOTREQs column. The staffing table will display general skill level (Petty Officer Grade) requirements only; the analyst must determine specific skill (Rating) requirements best suited for particular schools. School staff and Subject Matter Experts (SMEs) should be consulted to ensure that proper NMT skills (Rating, NEC, and standard billet titles) are identified in the Summary of Manpower Requirements (SMR). The NMT Staffing Table follows as article 302.

NMT STAFFING TABLE

302. STAFFING TABLE: NMT MANPOWER REQUIREMENTS										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				.50 -	1.50 -	2.50 -	3.50 -	4.50 -	5.50 -	6.50 -
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC	1.49	2.49	3.49	4.49	5.49	6.49	7.49
NMT COORNINATOR	POCS		9502							
NMT LCPO	POC		9502							1
NMT INSTRUCTOR	PO1		9502	1	1	1	2	2	3	3
NMT INSTRUCTOR	PO2		9502		1	2	2	3	3	3
			TOTALS	1	2	3	4	5	6	7
NOTE: NMT COORDINATOR BILLETS WILL BE DESIGNATED AFTER REVIEW OF SPECIFIC SCHOOL REQUIREMENTS AND ASSIGNED AS A SUBSTITUTE (NOT IN ADDITION TO) FOR ONE OF THE NMT LCPO BILLETS.										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				7.50 -	8.50 -	9.50 -	10.50 -	11.50 -	12.50 -	13.50 -
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC	8.49	9.49	10.49	11.49	12.49	13.49	14.49
NMT COORNINATOR	POCS		9502							
NMT LCPO	POC		9502	1	1	1	1	1	1	2
NMT INSTRUCTOR	PO1		9502	3	4	4	5	5	6	6
NMT INSTRUCTOR	PO2		9502	4	4	5	5	6	6	6
			TOTALS	8	9	10	11	12	13	14
NOTE: NMT COORDINATOR BILLETS WILL BE DESIGNATED AFTER REVIEW OF SPECIFIC SCHOOL REQUIREMENTS AND ASSIGNED AS A SUBSTITUTE (NOT IN ADDITION TO) FOR ONE OF THE NMT LCPO BILLETS.										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				14.50 -	15.50 -	16.50 -	17.50 -	18.50 -	19.50 -	20.50 -
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC	15.49	16.49	17.49	18.49	19.49	20.49	21.49
NMT COORNINATOR	POCS		9502							
NMT LCPO	POC		9502	2	2	2	2	2	2	3
NMT INSTRUCTOR	PO1		9502	6	7	7	8	8	9	9
NMT INSTRUCTOR	PO2		9502	7	7	8	8	9	9	9
			TOTALS	15	16	17	18	19	20	21
NOTE: NMT COORDINATOR BILLETS WILL BE DESIGNATED AFTER REVIEW OF SPECIFIC SCHOOL REQUIREMENTS AND ASSIGNED AS A SUBSTITUTE (NOT IN ADDITION TO) FOR ONE OF THE NMT LCPO BILLETS.										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				21.50 -	22.50 -	23.50 -	24.50 -	25.50 -	26.50 -	27.50 -
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC	22.49	23.49	24.49	25.49	26.49	27.49	28.49
NMT COORNINATOR	POCS		9502							
NMT LCPO	POC		9502	3	3	3	3	3	3	4
NMT INSTRUCTOR	PO1		9502	9	10	10	11	11	12	12
NMT INSTRUCTOR	PO2		9502	10	10	11	11	12	12	12
			TOTALS	22	23	24	25	26	27	28
NOTE: NMT COORDINATOR BILLETS WILL BE DESIGNATED AFTER REVIEW OF SPECIFIC SCHOOL REQUIREMENTS AND ASSIGNED AS A SUBSTITUTE (NOT IN ADDITION TO) FOR ONE OF THE NMT LCPO BILLETS.										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				28.50 -	29.50 -	30.50 -	31.50 -	32.50 -	33.50 -	34.50 -
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC	29.49	30.49	31.49	32.49	33.49	34.49	35.49
NMT COORNINATOR	POCS		9502							
NMT LCPO	POC		9502	4	4	4	4	4	4	5
NMT INSTRUCTOR	PO1		9502	12	13	13	14	14	15	15
NMT INSTRUCTOR	PO2		9502	13	13	14	14	15	15	15
			TOTALS	29	30	31	32	33	34	35

302. STAFFING TABLE: NMT MANPOWER REQUIREMENTS										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				35.50 -	36.50 -	37.50 -	38.50 -	39.50 -	40.50 -	41.5
				36.49	37.49	38.49	39.49	40.49	41.49	42.49
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC							
NMT COORNINATOR	POCS		9502							
NMT LCPO	POC		9502	5	5	5	5	5	5	6
NMT INSTRUCTOR	PO1		9502	15	16	16	17	17	18	18
NMT INSTRUCTOR	PO2		9502	16	16	17	17	18	18	18
			TOTALS	36	37	38	39	40	41	42
NOTE: NMT COORDINATOR BILLETS WILL BE DESIGNATED AFTER REVIEW OF SPECIFIC SCHOOL REQUIREMENTS AND ASSIGNED AS A SUBSTITUTE (NOT IN ADDITION TO) FOR ONE OF THE NMT LCPO BILLETS.										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				42.50 -	43.50 -	44.50 -	45.50 -	46.50 -	47.50 -	48.50 -
				43.49	44.49	45.49	46.49	47.49	48.49	49.49
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC							
NMT COORDINATOR	POCS		9502							
NMT LCPO	POC		9502	6	6	6	6	6	6	7
NMT INSTRUCTOR	PO1		9502	18	19	19	20	20	21	21
NMT INSTRUCTOR	PO2		9502	19	19	20	20	21	21	21
			TOTALS	43	44	45	46	47	48	49
NOTE: NMT COORDINATOR BILLETS WILL BE DESIGNATED AFTER REVIEW OF SPECIFIC SCHOOL REQUIREMENTS AND ASSIGNED AS A SUBSTITUTE (NOT IN ADDITION TO) FOR ONE OF THE NMT LCPO BILLETS.										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				49.50 -	50.50 -	51.50 -	52.50 -	53.50 -	54.50 -	55.50 -
				50.49	51.49	52.49	53.49	54.49	55.49	56.49
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC							
NMT COORNINATOR	POCS		9502							
NMT LCPO	POC		9502	7	7	7	7	7	7	8
NMT INSTRUCTOR	PO1		9502	21	22	22	23	23	24	24
NMT INSTRUCTOR	PO2		9502	22	22	23	23	24	24	24
			TOTALS	50	51	52	53	54	55	56
NOTE: NMT COORDINATOR BILLETS WILL BE DESIGNATED AFTER REVIEW OF SPECIFIC SCHOOL REQUIREMENTS AND ASSIGNED AS A SUBSTITUTE (NOT IN ADDITION TO) FOR ONE OF THE NMT LCPO BILLETS.										
				BREAKPOINTS: TOTAL NUMBER OF NMT REQUIREMENTS (TOTREQs)						
				TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs	TOTREQs
				56.50 -	57.50 -	58.50 -	59.50 -	60.50 -	61.50 -	62.50 -
				57.49	58.49	59.49	60.49	61.49	62.49	63.49
BILLET TITLE	RATE/RATING	PRI NEC	SEC NEC							
NMT COORNINATOR	POCS		9502							
NMT LCPO	POC		9502	8	8	8	8	8	8	9
NMT INSTRUCTOR	PO1		9502	24	25	25	26	26	27	27
NMT INSTRUCTOR	PO2		9502	25	25	26	26	27	27	27

APPENDIX B

Standards of Conduct

Military members will conduct themselves at all times in a manner that is in keeping with the Navy's Core Values of Honor, Courage, and Commitment. At times, staff members may need a clear definition of what is unacceptable vice acceptable conduct, to prevent not only their own errors but to also identify and halt any improper actions of others. To ensure staff have clear detailed knowledge for identification of improper conduct and possible gray (unclear) areas the following information is provided.

a. Address of Students. The use of vulgar, obscene, profane, humiliating, or racially/ethnically-slanted language to address or refer to a student(s) directly or Indirectly is prohibited. Students will be addressed only by rate and last name.

b. Personal Services. Any attempt to use a student as a personal servant is prohibited. Some examples are: cleaning, polishing, or providing any service on shoes, clothing, or other personal belongings of permanent personnel; being sent to the Navy Exchange to make purchases for permanent personnel; or running personal errands, i.e., post office, retrieving Leading Petty Officer's automobile, keys, etc.

c. Maltreatment. Maltreatment is construed to include any form of assault regardless of the degree of force used, imposing directly or indirectly any form of abusive or oppressive treatment, imposing directly or indirectly excesses in physical exertion or activity or harassment (verbal or otherwise). The threat of any of these acts, even without physical action, may also be considered maltreatment and is prohibited. Striking another person does not necessarily result in bodily harm; nevertheless, if a staff member strikes a student, even though they strike a light blow, the effect is that of punishing the student. Improper punishment is an example of maltreatment. Cruelty is an aggravated act of maltreatment, which ordinarily is designed to cause pain or humiliation. Improper punishment and maltreatment are

violations of Article 93, Uniform Code of Military Justice (UCMJ).

d. Assault. An attempt or threat to do bodily harm to another person with unlawful force or violence and without legal justification or excuse is construed as an assault. If such assault is consummated by inflicting bodily harm, it is battery. "Bodily harm" means any offensive touching of another, however slight. Assaults are punishable under Article 128, UCMJ.

e. Supervisory Actions. The following instructions are provided to ensure that personnel supervising students neither unintentionally, nor through ignorance of statute law, commit violations of either Articles 93 or 128, UCMJ. All permanently assigned personnel are expressly prohibited from touching the person or clothing of a student either directly or by use of a material object, except at such times as they are acting within the scope of their authority for the purpose of:

1. Correcting a student's position.
2. Correcting a student's movements.
3. Fitting or correcting the arrangement of a student's clothing or equipment.
4. Conducting a lawful examination or inspection of their person, their clothing, or their equipment.
5. Conducting a demonstration incident to training.
6. Protecting or avoiding a student's suffering bodily injury or harm.
7. Self defense.

NOTE: When touching a student for any of the purposes enumerated above, no person shall come in physical contact with a greater portion or with greater force with the person or equipment of the student than is reasonable or necessary to accomplish the authorized purpose.

f. Hazing. Any action taken without chain of command approval that subjects a shipmate to physical, mental, or verbal abuse. Any act, including horseplay, that would even remotely subject a member to injury, ridicule, or degradation. Any situation where a person assumes the authority to coerce a Sailor to participate in cruel, humiliating, unsafe, or meaningless conduct. (Note: Whether an individual consents or volunteers is immaterial.)

g. Larceny. Any person who wrongfully takes, obtains, or withholds, by any means whatever from the possession of its true owner or any other person, any money, personal property, or article of value of any kind, with intent to permanently deprive or defraud another person of the use and benefit of such property, or to appropriate the same to their own use or the use of any person other than the true owner, is guilty of larceny and is in violation of Article 121, UCMJ. Included are the common law offenses of larceny, false pretenses, and embezzlement. A wrongful taking of property without the consent of the owner or the person entitled to possession thereof characterizes the common law offense of larceny.

h. Larceny by False Pretenses. Larceny by false pretenses, a violation of Article 121, UCMJ, occurs when property is taken from the owner or other person entitled thereto with the consent of such person, but which consent has been obtained by trickery or false pretense. An example of larceny by false pretense is an individual taking up or allowing the taking of a collection for work center "kitty" to purchase certain items without any intent to purchase such items but with intent to permanently use the money for their own private purposes.

i. Embezzlement. An unlawful withholding of funds or property in one's possession or an unauthorized conversion of such funds or property to one's personal use constitutes embezzlement. An example is the failure of a supervisor to return the property of a student, which property is lawfully in their possession, when such student is being discharged or transferred, with intent to permanently retain such property. Embezzlement is prohibited by Article 121, UCMJ.

j. Wrongful Appropriation. If the intent in an act otherwise defined as larceny is not to permanently deprive the owner or possessor of the property, but only to temporarily deprive him/her of the same, the offense is wrongful appropriation, also a violation of Article 121, UCMJ.

k. Extortion. The communication of a threat to another with the intent to obtain anything of value is extortion in violation of Article 127, UCMJ. The offense is committed when the threat is communicated. The actual or probable success or failure of the extortion is immaterial to the determination of guilt. Any suggestion or statement to a student indicating that the severity of training may be adversely affected if a staff member does not receive needed or desired funds is considered to be a threat and the crime of extortion is thereby complete. It is not necessary that the person making the threat be the intended recipient of the thing of value. Thus, if one individual solicits a contribution for another upon the basis that retaliation will occur if the contribution is not forthcoming, the crime of extortion is complete.

l. Giving or Receiving Gifts. 5 C.F.R. § 2635.202 reads that generally gifts are prohibited between federal employees except as provided in this subpart:

Joint Federal Ethics Regulation (JFER) § 2635.304 states that exceptions for one federal employee to give or receive gifts from a subordinate or other employee receiving less pay are prohibited except if:

Items, other than cash, with an aggregate market value of \$10 or less per occasion (not special or infrequent) are given. (It is \$10 per person giving gift at that one occasion.)

For special, infrequent occasions, an appropriate non-cash gift may be given to an official superior or accepted from a subordinate or other employee receiving less pay. Such occasions that terminate a subordinate-official superior relationship, such as retirement, resignation, or transfer are considered special. Other infrequent occasions include marriage, illness or birth of a child.

Example: Upon graduation from a Navy school, a Sailor gives his/her senior petty officer instructor a framed inspirational saying as thanks. It was bought at a card and gift shop, and is made to hang on the wall. It cost \$14.95. This type of one-time gift is appropriate and permitted to exceed the \$10 limit on gifts.

m. Financial Transactions. The following prohibitions are hereby established regarding financial or business transactions between permanent personnel and students:

1. Permanent personnel shall have no financial or business transactions whatsoever with students other than those which are specifically approved in writing by the commanding officer. No permanent personnel will cause a student to collect money from other students or act as an intermediary, in any financial transaction, except for the purpose of collecting the exact amount required for payment of Navy Exchange/dry cleaning services or for payment of command approved funds. Commissioned officers and properly designated members of fund drive committees may collect funds from students only in cases of sanctioned fund drives when such instances have been authorized by the commanding officer.

2. Permanent personnel, whether or not in authority over students, shall neither solicit nor accept for themselves or for any other person, a gift, donation, testimonial, loan, pledge, bribe of money, or any other object of value from student personnel.

3. Permanent personnel shall neither require nor request, either expressly or implicitly, any student to give, lend, or otherwise furnish them with cigarettes or other smoking device, food, beverages, or any item of clothing, belonging or issued to such a student, nor shall any permanent personnel accept such item when tendered to them by any student.

3. When any permanent personnel finds or discovers any money or other thing of value under circumstances indicating that such money or object was left by students for discovery by any permanent personnel they shall take the following steps: first, they shall report the incident to the commissioned officer who in their immediate supervisor; second, they shall, in the presence of the

officer to whom they make the report, assemble the work center they consider involved and explain to them that permanent personnel are prohibited by regulations from accepting such money or gift, and that unless it can be returned to the donors, it will be donated to the Navy/Marine Corps Relief Society.

n. Illegal Drugs. The wrongful or illegal use of drugs in any amount is prohibited. The illegal or wrongful introduction of drugs into a military installation with the intent of selling or transferring the drugs or the illegal or wrongful sale, transfer, or distribution of drugs is a violation of and punishable under Article 112a, UCMJ.

o. Alcoholic Beverages. The term "alcoholic beverages" means wines, distilled spirits, malt beverages, mock-alcohol (near-beer), or any consumable beverages containing alcohol.

p. Prohibited Staff/Student Relations. In accordance with existing CNET policy, relationships must remain at a professional level at all times whether on or off duty. Personal relationships or socializing which are unduly familiar are detrimental to good order and discipline.

q. Smoking Areas. The use of tobacco products by students is limited to command designated areas, which should be separated from staff smoking areas wherever possible.

r. Smoking. Supervisory personnel are not to encourage smoking among student and should particularly discourage students from smoking. Staff personnel will not carry, in a visible manner, tobacco products. Staff personnel may use tobacco products only in areas designated for smoking.

s. Missing Meals. Assignment of extra military duties and/or additional physical training during scheduled meal periods for a student or work center is expressly prohibited.

t. Sexual Harassment. Defined as a form of sex discrimination that involves unwelcome sexual advances,

requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made either explicitly a term or condition of a person's job, pay, or career; is used as a basis for career or employment decisions affecting this person; or such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Any military member or civilian employee in a supervisory or command position who uses or condones implicit or elicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

2. Sexual harassment is unacceptable conduct; it undermines the integrity of the military relationship, debilitates morale, and interferes with the work productivity of an organization. Sexual harassment will not be tolerated at any level. Substantiated acts of or conduct which results in sexual harassment shall result in corrective administration action or disciplinary action under Article 92, UCMJ.

u. Disciplinary Relief from Assigned Duties.
Personnel awaiting disciplinary action for alleged abuses shall immediately be relieved of duties involving direct contact with students pending disposition. At the discretion of the commanding officer, personnel found to have committed such violations will be permanently removed from duties involving direct contact with students.

v. False official statement. Article 107, UCMJ covers all members of the military, including recruits. It reads: Any person with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

APPENDIX C

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV 10-81)

S/N 0106-LF-010-6991

E-32

SHIP OR STATION

Instructor initial for completion of each topic

<u>Complete</u>	<u>Les#</u>	<u>NMT Core Lesson Topics</u>
_____	1-1	Cmd indoc & NMT intro (2)
_____	2-1	BEQ Regulations
_____	3-1	Right Start
_____	4-1	Suicide Awareness
_____	5-1	Zero Tolerance
_____	6-1	Aware (4)
_____	7-1	Sex/Har, Frat, Discrim, Hazing (2)
_____	7-2	Prevention of Sexual Assault
_____	8-1	Intro to Personal Finance Mgt (3)
_____	9-1	Healthy Lifestyles (STD/AIDS)
_____	10-1	Deployability

NMT Lesson Topics

		<u>Complete</u>	<u>Les#</u>	
_____	1-1		16-1	Hazmat
_____	2-1		16-2	ORM
_____	3-1		17-1	Heritage (History)
_____	3-2		18-1	Core Values
_____	3-3		19-1	Checking/Savings
_____	4-1		20-1	Damage Control
_____	5-1		21-1	Healthy Lifestyles (Stress)
_____	6-1		22-1	Shipboard Watch
_____	7-1		23-1	Heritage (Uniforms)
_____	8-1		24-1	Indebtedness / Credit Reports
_____	9-1		24-2	Consumer Awareness
_____	10-1		25-1	Car Buying
_____	11-1		26-1	Damage Control
_____	12-1		27-1	Healthy Lifestyles (Tobacco)
_____	13-1		28-1	Living Ashore (Optional)
_____	14-1			
_____	15-1			

All NMT Curriculum complete

Signature (NMT Staff/Personel Officer)

NAME (LAST, FIRST, MIDDLE)

SSN

BRANCH AND CLASS

USN/AD

APPENDIX D

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV 10-81)

S/N 0106-LF-010-6991

E-32

SHIP OR STATION

IAW Uniform Regulations NAVPERS 15665, a seabag inspection has been conducted.

Item	Quantity	On Hand	Needed
All-Weather Coat, Blue	1		
Bag, Duffel	1		
Belt, Web, Black, W/Silver Clip	2		
Belt, Web, White, W/Silver Clip	3		
Buckle, Silver	2		
Cap, Ball	2		
Cap, Knit	1		
Gloves, Leather, Black	1pr		
Group, Rate Mark, Black	3		
Group, Rate Mark, White	5		
Handbag, Black	1		
Hosiery, Nylon	As needed		
Insignia, Service Hat, cap	1		
Jacket, Utility (Blue Working)	1		
Jumper, White Dress	2		
Necktab, Black	1		
Neckerchief, Black	1		
Peacoat	1		
Shirt, Winter Blue	2		
Shirt, Blue Chambray, Long Sleeve	5		
Shirt, White, Short Sleeve	3		
Shoes, Dress Black	1pr		
Shoes, Safety Chukka	1pr		
Shoes, Black Dress Pumps	1pr		
Socks, Cotton/Nylon, Black	5pr		
Sweater, Wool, Blue	1		
Towel, Bath	4		
Slacks, Blue Belted	2pr		
Slacks, Blue Unbelted	1pr		
Slacks, Dungaree	5pr		
Slacks, Poly/Ctn, White	2pr		
Slacks, Dress, CNT, White	2pr		
Undershirts	8		
Lingerie	As needed		
Skirt, Blue Belted	1		
Skirt, Blue Unbelted	1		
Skirt, Poly/Cotton White Belted	2		
Skirt, CNT, Poly, White Belted	1		
Cap, Combination, w/2 Crowns	1		

CORRECTIVE ACTION COMPLETED: _____

NMT STAFF

Signature	Date	Witness	Date
NAME (LAST, FIRST, MIDDLE)	SSN	BRANCH AND CLASS	
		USN/AD	

U.S. GOVERNMENT PRINTING OFFICE: 1993-504-079/00022

APPENDIX E

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV 10-81)

S/N 0106-LF-010-6991

E-32

SHIP OR STATION

IAW Uniform Regulations NAVPERS 15665, a seabag inspection has been conducted.

Item	Quantity	On Hand	Needed
All-Weather Coat/Raincoat, Blue	1		
Bag, Duffel	1		
Belt, Web, Black, W/Silver Clip	2		
Belt, Web, White, W/Silver Clip	3		
Buckle, Silver	2		
Cap, Ball	2		
Cap, Knit	1		
Gloves, Leather, Black	1pr		
Group, Rate Mark, Black	3		
Group, Rate Mark, White	4		
Hat, White	3		
Jacket, Blue Working	1		
Jumper, Blue Dress	1		
Jumper, White Dress	2		
Neckerchief	1		
Necktie, Black	1		
Peacoat	1		
Shirt, Winter Blue	2		
Shirt, Blue Chambray, Long Sleeve	5		
Shirt, White Short Sleeve	2		
Shoes, Dress Black	1pr		
Shoes, Safety Chukka	1pr		
Socks, Cotton/Nylon, Black	6pr		
Sweater, Pullover, Jersey	1		
Towel, Bath	4		
Trouser, Broadfall, Blue	1pr		
Trousers, Poly/Wool, Dress Blue	2pr		
Trousers, Dungaree,	5pr		
Trousers, White	2pr		
Trousers, White Jumper (CNT)	2pr		
Undershirts	8		
Undershorts, White	8		

CORRECTIVE ACTION COMPLETED:

NMT STAFF

Signature

Date

Witness

Date

NAME (LAST, FIRST, MIDDLE)

SSN

BRANCH AND CLASS

USN/AD

U.S. GOVERNMENT PRINTING OFFICE: 1993-504-079/00022

APPENDIX F
NAVY MILITARY TRAINING TRANSFER QUESTIONAIR

To be completed by all students leaving NAVEDTRACOM.

Name: _____ Rate: _____ SSN: _____

Detaching Command: _____ Duty phone: _____

Gaining command: _____ Duty phone: _____

Fax: _____

I **intend/do not intend** to take leave enroute to my new command.

Leave address: _____ Leave phone: _____

I am Single _____ / Married _____ / Number of children _____

Name of spouse: _____

Name and ages of children: _____

Location of dependents: _____

My dependents **will/will not** accompany me to my next command.

Transportation plan:

To leave: _____

To duty station: _____

Port call information: _____

Cost of travel: _____

The method of shipping my personal property will be:

- a. Baggage only, 70 lbs _____
- b. Unaccompanied baggage _____
- c. Household goods shipment _____

If b or c above make an appointment with personal property to arrange shipment.

Date of pickup: _____

Weight limits: (note: time awaiting instruction does not count.)

Without Dependents:	pounds	With Dependents:	pounds
<20 weeks TEMDU	225	<20 weeks TEMDU	225
>20 weeks under instruction E1/2	1500	>20 weeks under instruction E1/2	5000
>20 weeks under instruction E3	2000	>20 weeks under instruction E3	5000

I have a Private Automobile that I will be taking to my new command: Yes ___ No _____

POV notes:

1. Parking is limited on naval bases, you may be required to park off base.
2. Insurance requirements on base.
3. POV travel request may not be granted due to needs of the navy.
4. If transferring to a deployed unit or overseas car storage may be provided by the government, check with your personal property office.

POV travel entitles you to travel time, mileage, and flat rate per diem.

Travel time is computed at 400 miles for the first day and one additional day for every 350 miles or portion thereof.

Mileage is computed at \$0.15 per/mile for the shortest distance to your next duty station.

Flat rate Per-diem is \$50.00/day for the number of travel days.

Proceed time (1-4) days is granted enroute to ships, deployed squadrons, overseas units. Check your orders or with Personnel Support Detachment for eligibility.

Storage onboard ships and deployed squadrons is limited. You will be responsible for shipping excess personal items home.

Items to take:

- Full Sea Bag
- Limited amount of civilian clothes
- Small personal items

Prohibited items:

- Personal computers
- Large stereos
- Televisions
- Weapons
- Large wardrobes

If your command is overseas or deployed from home port you will need to consider the following:

- Payment of bills
- How you will access your bank accounts
- Disposition of POV/HHG (generally the government will store HHGs for 180 days)
- Location of dependents

Relatives and dependents need to be briefed how to contact you in case of emergency.

- Red Cross notification procedures
- Location of important documents
- Support agencies

For members with dependents:

- Financial arrangements, how will you and your spouse access and track money
- Power of attorney, general or limited
- Will
- Page 2 up to date
- Ombudsman

I **have/have not** received a welcome aboard package from my new command.

Mailing address of new command: _____

My new command has been called and notified of the following:

Date of arrival: _____

Method of transportation: _____

Names & ages of dependents: _____

Name of contact at gaining command: _____

Comments/concerns: _____

Student

Date

NMT Staff